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Class Specifications
for the Class:

COMPOSITOR I

Duties Summary:

Plans and does layout, and operates various machines in performing cold-type composition of a variety of continuously different materials to be printed on an offset press; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the skilled performance of typographical composition and layout of a variety of materials, including booklets, pamphlets, reports, standard forms, technical manuals and guides, directories and promotional materials. The operation of various machines used in cold-type composition, producing display type, reducing or enlarging compositions and illustrations, producing camera-ready copy, and other processes is involved.

A position in this class is located in an organizational segment concerned with the preparation, reproduction, and distribution of publications and materials for a large department. It is under the general supervision of a higher-level compositor.

Examples of Duties:

Consults with artists and requestors of printing, and recommends layout, type styles, arrangement and other elements for proper typography; types and arranges composition of materials, including layout, paste-up and designs; determines and selects the most suitable sizes and type faces based on legibility, appropriateness, harmony in effect and sufficient contrast for attractiveness; determines the unit vertical and horizontal spacing to provide the required width and height; determines the placement and spacing of indentations, headings, paragraphs and footnotes; sets up and operates machines for phototypesetting and processing; proofreads and checks the copy, dates, statistics, tables and contents; types camera-ready copy using composing equipment; scales photographs for half-tone strip-ins for negatives; makes velox enlargements or reductions using a process camera; operates equipment to produce display type in a variety of styles; may use drafting instruments to draw lines, boxes, charts, tables, embellishments, etc.; orders supplies and materials, and maintains files of original artwork, display type, vendors, etc.; compiles work statistics; may assist in assigning and directing

the work of helpers or clerical assistants.

Knowledge and Abilities Required:

Knowledge of: Methods and practices of cold-type composition; various tools, instruments and equipment used in cold-type composition; printing terms and measurements; methods and procedures in preparation of line copy for printing.

Ability to: Plan, layout and set up copy for a variety of printed materials; care for and operate vari-typing and composing machines, and other equipment used in the work; make arithmetical computations; proofread and make composition corrections; scale copies and illustrations in preparing layout; give and receive oral and written instructions; deal effectively with artists and requestors of printing, and advises on proper composition.

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This is a change in title and an amendment to the specification for the class Compositor approved on October 19, 1970.

DATE APPROVED: 4/21/78

s/Wayne Yamasaki
DONALD BOTELHO
Director of Personnel Services